

3.3 APPLYING FOR SPECIAL WEIGHT PERMITS ONLINE

Special Weight permits are valid for 24 hours, and are valid for multiple moves with a single vehicle. The tradeoff is that there is a limited route network available (see state documentation for the current list), and there are specific weight and size limits. In addition, vehicles must be on a registered list within the system (see Section 2.7 for details).

The effect is that the effort to apply for Special Weight permits is much easier than trip or multi-trip permits.

Screen 1: The User's Home Page

The process begins from the user's home page. Each user has a set of menu options down the left side of the screen. These menu options are based upon the security privileges that the user has been assigned in the system.

If you have the appropriate security privilege to apply for multi-trip permits, you will have a menu option named "Apply For Permits" on the left side of the screen. The relative position of the menu option will differ by user. Click on this menu option to begin.



Screen 2: Permit Type Selection

The next screen has two areas of information. The top area is for users that are starting a new permit. The bottom area is for users that are continuing a draft permit.

The screenshot displays the Indiana Department of Revenue's MCS Home page. The header includes the state name 'Indiana', the department name, and links for 'MCS Home', 'Logout', and 'Contact Us'. A left-hand navigation menu lists various actions such as 'OSW Home', 'Add to Escrow Account', 'Apply for Amendment', 'Apply for Permit', 'Approve/Reject (Permit/Company)', 'Cancel An Application', 'Download and Print PDF Permit Image', 'Log/Review Supporting Documentation', 'Log Violation', 'Manage a Company Profile', 'Manage Bond in Company Profile', and 'Manage Envelope Routes'. The main content area is titled 'Apply for Permit' and contains two sections. The first section, 'Start a new Permit Application', includes a 'Carrier Identification' section with radio buttons for 'FEIN' and 'SSN', a text input field, and a 'Select a Type of Permit' dropdown menu. The second section, 'Continue an Application that was Saved as a Draft', features a 'Permit Number' text input field. Both sections have 'Cancel' and 'Next' buttons.

The top data entry box is titled *Start a New Permit Application*. At first, there may be either one or two data entry areas below it. All users will see the *Select Type of Permit* question, while users that are not associated with a specific carrier also will see a *Carrier Identification* question.

The process for filling out these fields is as follows.

Carrier Identification is requested when the user is not an employee of a motor carrier. These users include Permit Service users as well as state employees working with mail-in or walk-in applications. To identify a carrier, the *Federal Employer Identification Number* (FEIN) is required. For carriers that do not have an FEIN, the carrier's *Social Security Number* (SSN) is required.

There are two fields under Carrier Identification:

1. The radio button *FEIN/SSN*. Select the appropriate item based on what you know about the carrier; and
2. The *identification number* box. Enter the identification number for the carrier here, without any dashes or spaces.

The next step is to *Select a Type of Permit*. This field has a drop-down box with a variety of choices. If the carrier has registered for the Special Weight program (see Section 2.7), then the Special Weight choice will appear.

The bottom data entry box is titled *Continue an Application that was Saved as a Draft*. As a user is filling out a permit application online, there are many circumstances where the user either does not have all the information needed (example: all 17 characters of the vehicle identification number), or the user is interrupted by an external need (example: a telephone call). The user will be able to place a permit application in "DRAFT" mode, and will receive a transaction number.

The *Permit Number* field is where the user enters the previously received transaction number in order to continue. This is a 10-digit number that the system randomly generates at the beginning of each permit transaction.

If you have a draft transaction that you wish to continue, enter the 10-digit number that the system provided when you saved the transaction, and click the “Next” button to continue.

Company Hold Error Message

There are situations when a company is placed on “hold” either for violating the policies of the Department of Revenue or for roadside violations logged by the Indiana State Police. If a company is on hold, the system will stop the application here and present an error message screen outlining the situation.

Company Hold

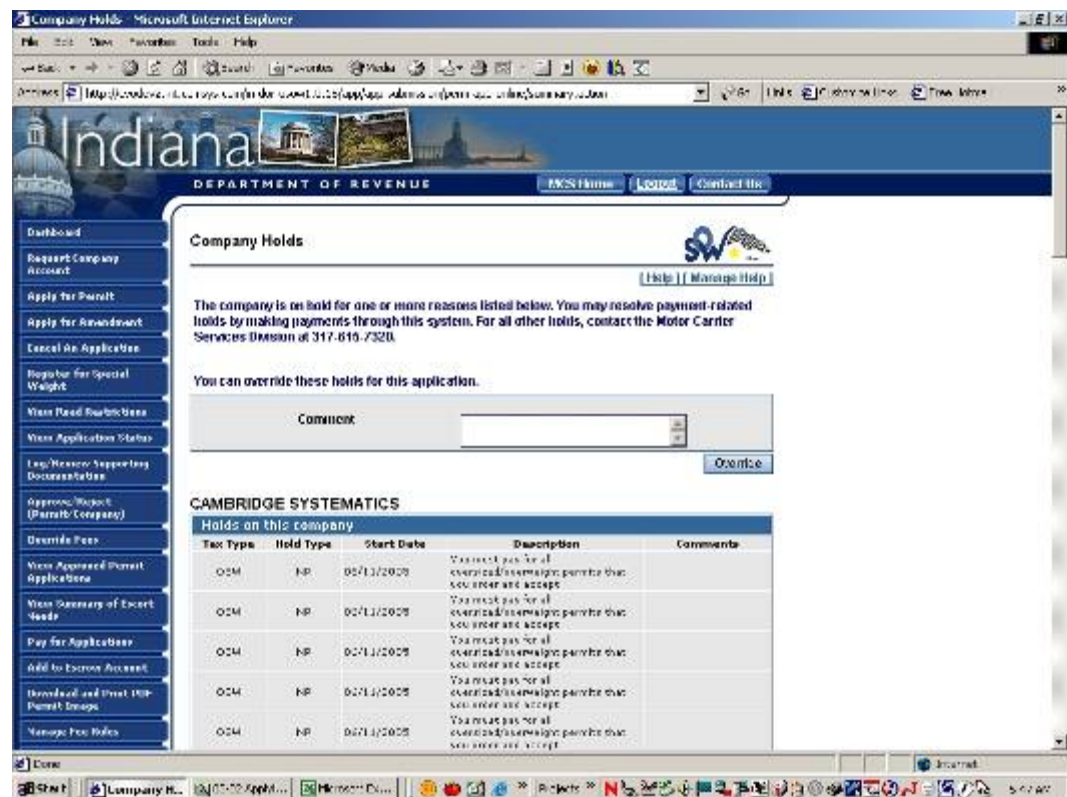
The company is on hold for one or more reasons listed below. You may resolve payment-related holds by making payments through this system. For all other holds, contact the Motor Carrier Services Division at 317.616.7320.

CAMBRIDGE SYSTEMATICS

Holds on this company

Line Type	Hold Type	Start Date	Description	Comments
O2M	NP	05/11/2005	You must pay for all oversized/overweight permits that you order and accept.	
O2M	NP	05/11/2005	You must pay for all oversized/overweight permits that you order and accept.	
O2M	NP	05/11/2005	You must pay for all oversized/overweight permits that you order and accept.	
O2M	NP	05/11/2005	You must pay for all oversized/overweight permits that you order and accept.	
O2M	NP	05/11/2005	You must pay for all oversized/overweight permits that you order and accept.	
O2M	NP	05/11/2005	You must pay for all oversized/overweight permits that you order and accept.	
O2M	NP	05/11/2005	You must pay for all oversized/overweight permits that you order and accept.	
O2M	NP	05/11/2005	You must pay for all oversized/overweight permits that you order and accept.	
O2M	NP	05/11/2005	You must pay for all oversized/overweight permits that you order and accept.	
O2M	NP	05/11/2005	You must pay for all oversized/overweight permits that you order and accept.	

DOR staff with the appropriate privilege may override the company hold for this particular transaction. These users will see the following data entry box above the detailed hold information:



If you are able to temporarily override the hold and have a business reason to do so, enter the reason in the text box labeled “Comment” and then click the “Override” button to continue. The reason, the date/time, and your user name will be logged in the system to track how the hold was overridden.

Screen 3: Carrier Information Summary

If there are no holds, the next screen summarizes the information about the carrier. The information is derived from the carrier’s company profile. The information includes:

- The legal name of the carrier;
- The carrier’s FEIN or SSN;
- The carrier’s U.S. DOT number;
- The carrier’s physical and mailing addresses;
- General corporate contact information (phone, fax, e-mail); and
- OSW-specific contact information (name, phone, e-mail).

For a specific permit, however, there may be a special point of contact. An example might be if the carrier has a power unit where the driver has a computer and printer, and is able to print out permits in the vehicle. For these situations, the system allows the user to enter permit-specific contact information, including:

- Contact name;
- Contact phone; and
- Contact e-mail.

If there is no special contact for this permit, leave these fields blank.

When you are ready, click the “Next” button to continue.

Screen 4: Previous Transaction and Start Date

Screen 4 has two purposes. The first purpose is to provide the user with a short-cut if they are working with a previously purchased permit and wish to repeat some or all of the information from that permit. The second purpose is to identify the start date of the new permit. Each of these purposes is contained in its own data entry box on this screen.

The screenshot shows the 'Apply For Permit' interface. The header includes the Indiana Department of Revenue logo and links for 'MCS Home', 'Logout', and 'Contact Us'. The left sidebar lists various actions like 'OSW Home', 'Add to Escrow Account', 'Apply for Amendment', 'Apply for Permit', 'Approve/Reject (Permit/Company)', 'Cancel An Application', 'Download and Print PDF Permit Image', 'Log/Review Supporting Documentation', 'Log Violation', 'Manage a Company Profile', 'Manage Bond in Company Profile', 'Manage Envelope Routes', 'Manage Fee Rules', 'Manage Road Restrictions', and 'Manage Special Provisions'. The main content area is titled 'Apply For Permit' and contains two sections. The first section, 'Enter the start date', includes a note about applying at least 60 days in advance, date input fields (Month: 11, Day: 1, Year: 2005), and a time input field (Hour: 5, Minute: 30, A.M./P.M. dropdown). The second section, 'Identify a Previous Transaction', includes a note about using previous applications as shortcuts, a 'Permit #' input field, and a radio button labeled 'Permit which I wish to duplicate'. At the bottom are 'Previous', 'Cancel', 'Save as Draft', and 'Next' buttons.

The first data entry box is to *Enter the Start Date*. Enter the day, month, and year in the three data entry boxes. You will notice that the boxes will default to either today's date or tomorrow's date depending on the time of day.

If you are not sure of the start date, click on the small picture of a calendar next to the year. A calendar dialog box will pop up on your screen. (Note that if you have set your browser to prohibit “pop-ups” then this box will not appear, and you will need to adjust your browser's settings accordingly.) The “<<” and “>>” links scroll the calendar backward and forward a month, respectively.

Double-click on the date you wish to select to transfer the information to the main screen. The calendar box will close automatically.

Special Weight permits differ from other permits in that permits can be ordered to start at a specific time. Enter the time in the fields provided.

The second data entry box is to **Identify a Previous Transaction**. There are two situations where you will be entering information into this area:

1. If you have a permit where you wish to use some or all of that information to fill in the data for a new permit, you will select the *Permit which I wish to duplicate* radio button; and
2. If you have a permit that is about to expire, and you wish to buy a copy of the exact same permit and have it automatically start the day after the current permit expires, you will select the *Permit which I wish to renew* radio button. (When you do this, the data entry box below it will disappear, since the system can calculate the start date from the previous permit.)

In either case, you will enter the transaction number from the previous permit (found in the upper right corner of the permit) in the data entry field labeled “Permit Number.”

When you are ready to continue, click the “Next” button.

Screen 5: Vehicle Information

Screen 5 requests the details of the power unit that will be using this permit, as well as a confirmation about the dimensions of the combined power unit and load. Please remember that you can only apply for a permit for vehicles that have been registered with the Department of Revenue.

Power Unit Information

The first data entry box is about the **Power Unit**. There are seven questions, and the first six of them are required values. The questions are summarized in the following table.

Table 3.3 Data Entry Information

Field Label	Description of What to Enter	Notes
VIN	The 17-character Vehicle Identification Number of the power unit	<ul style="list-style-type: none"> • If you are a carrier and only know the last five characters (or the vehicle's nickname) but have purchased a permit for that vehicle using this system, press "Lookup." • Some older vehicles may have a smaller identification code
Make	The manufacturer of the vehicle, such as MACK or MITSUBISHI	
Model Year	The four-digit model year of the vehicle, such as 2004	
License Plate	The license plate identifier of the vehicle, generally from 3-7 characters	For self-propelled vehicles without a license plate, enter the text No_Plt
State Plated In	The state (or Canadian province) where the license plate was issued	Select from a drop-down list of available values. If your choice is not found, please contact MCSD by telephone for assistance.
Type	The description that best describes the combination of the power unit and load.	Select from a drop-down list of available values. The choices are: <ul style="list-style-type: none"> • Truck; • Truck-Trailer; • Tractor; • Tractor-Trailer; • Self-Propelled; • Auto/Trailer; and • Other.
Nickname/ Unit Number	Often a carrier has its own internal identification for a vehicle. If there is an internal identification that you would like to use in the future to look up this vehicle, enter it here.	This field is not required. To recall a vehicle for which you have previously assigned a nickname, select the "Lookup" button next to the VIN field.

Apply For Permit - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://www.in.gov/indot/transportation/permits/online/vehicleaction

Links Customer Service Free Info

Indiana

DEPARTMENT OF REVENUE

Home Logout Contact Us

Dashboard
Apply for Permit
Apply for Amendment
Cancel An Application
Register for Special Weight
View Road Restrictions
View Approved Permit Applications
Pay for Applications
Add to Existing Account
Download and Print PDF Permit Images
Manage My Company Profile
View an Existing Permit
Reports

Apply For Permit

Power Unit

VIN Lockup

Make

Model Year

License Plate

State Taxes In

Type

Vehicle ID Number

Vehicle Dimensions

☐ acknowledge that this vehicle's dimensions are within the online application for 140,000-lb axle load permit presented below.

Vehicle must not exceed 14 feet 6 inches in height, 84 feet 4 inches in width, 110 feet in length and 80,000 lb in weight.

Previous Cancel Save as Draft Next

Apply For Permit - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://www.in.gov/indot/transportation/permits/online/vehicleaction

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Apply For Permit

Power Unit

VIN Lockup

Make

Model Year

License Plate

State Taxes In

Type

Vehicle ID Number

Does the vehicle have an air
discharge unit? ☐ Yes ☒ No

Is it a blowdown truck?
☐ Yes ☒ No

Unit Details

Unit Description

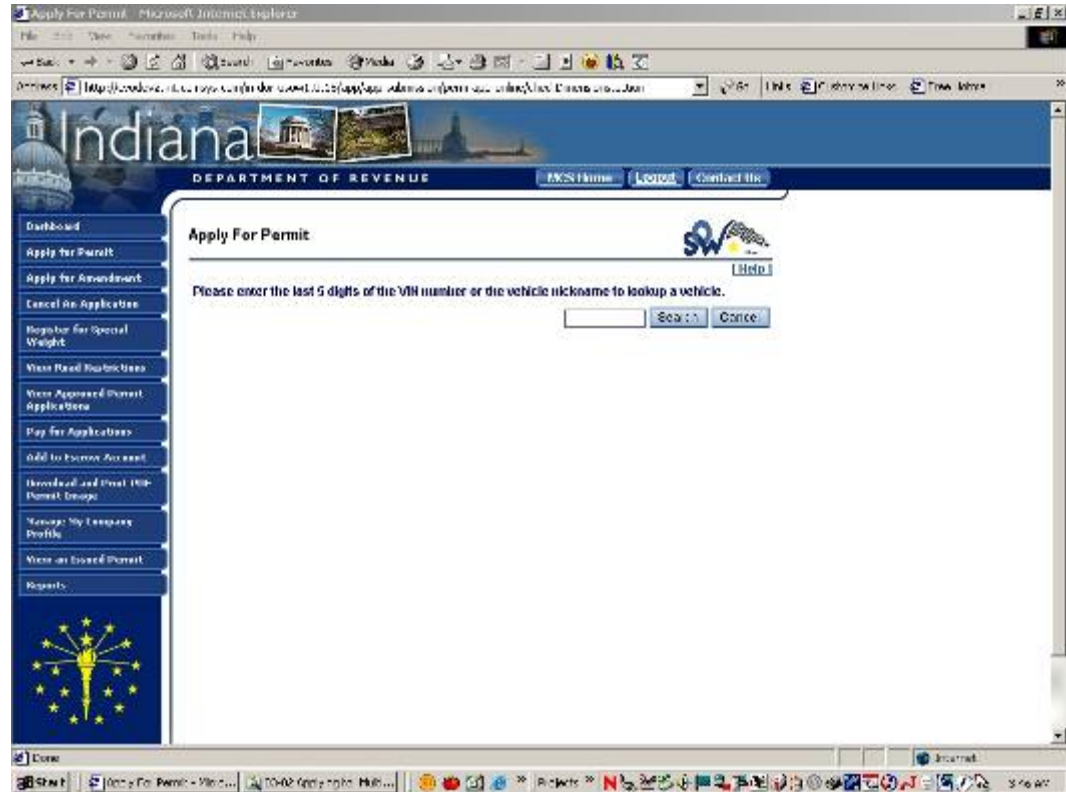
(100-255 characters)

Power Unit Number

Unit Serial Number

Vehicle Lookup Screen Option

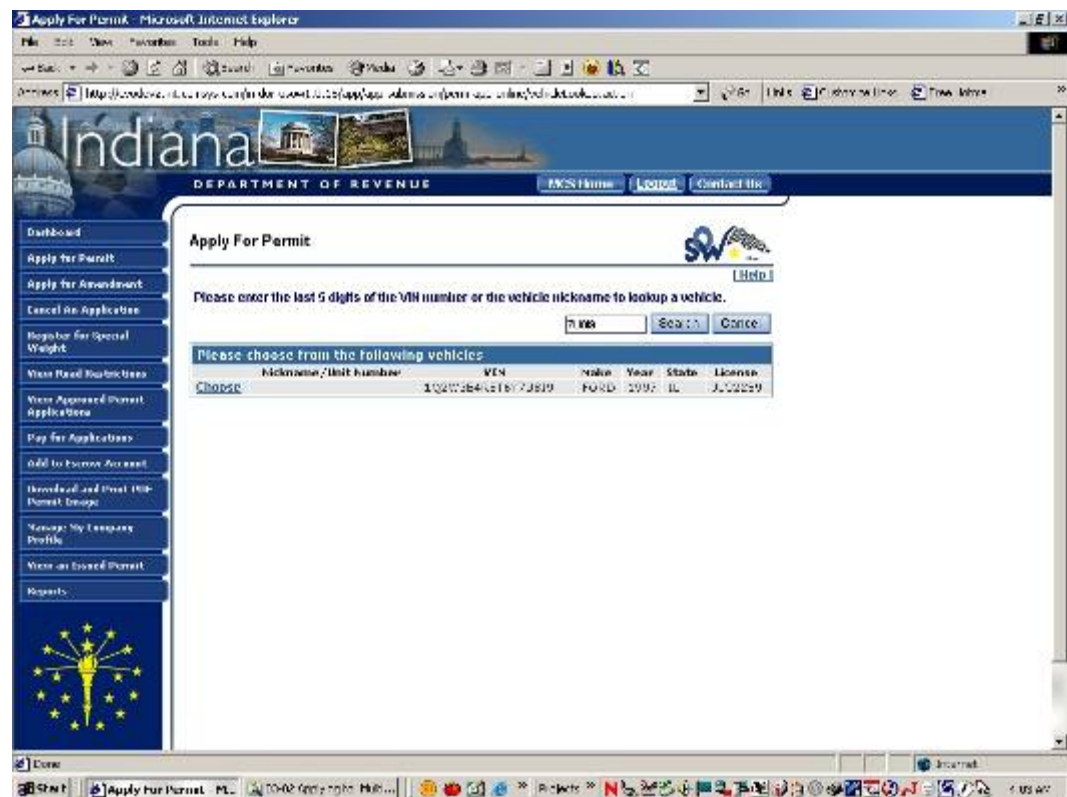
In some cases, the user (State employees will not have this option) may not know the full vehicle identification number, or may have used the “Nickname/Unit Number” field on a previous transaction and wishes to recall the vehicle from the system’s database. In either situation, the user should click the “Lookup” button next to the VIN field. The current screen will be replaced with the following question:



In the data entry field, enter either one of the following:

- The last five characters of the vehicle’s *VIN*; or
- The *nickname* that was associated with the vehicle on a previous transaction.

Once you have entered this information, click the “Next” button to continue. If you reached this page by inadvertently selecting the “Lookup” button, click the “Cancel” button to go back to the power unit data entry. Once “Next” is pressed, the system will search the database and return any vehicles that match the search criteria.



If the system returned the appropriate vehicle, click on the “Choose” link next to that vehicle. The system will return to the power unit data entry box and fill in the appropriate information.

If the system did not return the appropriate vehicle, you may try another search as described above, or select “Cancel” to return to the power unit data entry box.

Vehicle Dimensions and Weights

The Special Weight permit program places limits on the weights and dimensions allowed for travel using a Special Weight permit. The system provides the limits for the start date selected. Check the check box if the vehicle will meet these limits, and press Next to continue.

Vehicle Dimensions

☐ I acknowledge that this vehicle's dimensions are within the Indiana legal limits for Special Weight Permits presented below.

Single axle weight must not exceed 18,000 pounds per axle; no axle in any axle combination may exceed 13,000 pounds per axle, with the exception of one tandem group that may weigh 16,000 pounds per axle or a total of 32,000 pounds. The maximum gross weight must not exceed 134,000 pounds; axle spacings may not be less than 3'6" between each axle in an axle combination; axle spacings may not be less than 8 feet between each axle or axle combination; weight per inch width of tire measured between flanges of rim shall not exceed 800 pounds.

Previous

Cancel

Save as Draft

Next

Screen 6: Estimated Cost

The next screen shows the estimated cost of the permit. The cost is calculated automatically by the system based on the type of permit requested and the start date of the permit.

Apply For Permit - Microsoft Internet Explorer

File Edit View Favorites Tools Help

http://www.in.gov/indot/permit/apply/apply.htm

Indiana DEPARTMENT OF REVENUE

Apply For Permit

Estimated Fees

Estimated Cost: \$00.00

Previous

Cancel

Save as Draft

Next

If you wish to continue with this transaction, click the “Next” button.

Screen 7: Delivery Method

The next screen asks how the permit shall be delivered. There are two choices.

1. The permit may always be downloaded online by the user. This is the default option.

The screenshot shows a web browser window titled "Apply For Permit - Microsoft Internet Explorer". The address bar shows a URL from the Indiana Department of Revenue. The page has a blue header with the "Indiana" logo and "DEPARTMENT OF REVENUE" text. A sidebar on the left contains a "Dashboard" menu with links like "Apply for Permit", "Apply for Amendment", "Cancel An Application", etc. The main content area is titled "Apply For Permit" and features a "Delivery Method" section. A dropdown menu for "Delivery Method" is set to "Online". Below this, a message states: "A \$0.00 fee will be added to the permit cost if you choose to have the permit delivered by fax." At the bottom of the form are buttons for "Previous", "Cancel", "Save as Draft", and "Add".

2. The user may request that the permit also be delivered by fax. The user must enter a fax number to continue. The Department of Revenue may impose a surcharge for a fax delivery. It is the customer's responsibility to ensure that the destination fax machine is operational. If for any reason the permit was not received by fax, the permit can still be obtained online.

The screenshot shows a web browser window titled "Apply For Permit - Microsoft Internet Explorer". The address bar shows a URL starting with "http://www.in.gov". The page header includes the "Indiana" logo and "DEPARTMENT OF REVENUE" text. A navigation menu on the left lists options such as "Dashboard", "Apply for Permit", "Apply for Amendment", "Cancel An Application", "Register for Special Weight", "View Road Restrictions", "View Approved Permit Applications", "Pay for Applications", "Add to Recent Favorites", "Download and Print All Permit Images", "Manage My Company Profile", "View an Approved Permit", and "Reports". The main content area is titled "Apply For Permit" and features a "Delivery Method" section. This section includes a dropdown menu for "Delivery Method" (set to "Fax") and a "Fax Number" field (containing "301-347-2101"). A note below the form states: "A \$0.00 fee will be added to the permit cost if you choose to have this permit delivered by fax." At the bottom of the form are buttons for "Previous", "Cancel", "Save as Draft", and "Next".

After you have selected a delivery method, click the “Next” button to continue.

Screen 8: User Confirmation

The system will now return a user confirmation screen. The confirmation screen has two parts. The first part summarizes the information entered by the user about the permit:

Confirmation	
Application Status:	Will be automatically approved.
Permit Type:	14R, Mobile Home-90 Day
Start Date:	Jun 13 2005
End Date:	Sep 10 2005
Carrier Name:	ROAN'S TRUCKING EMPORIUM
SSN:	222-11-5555
USDOT:	0444555
Physical Address:	4445 Willard Avenue Chevy Chase, Maryland 20815 USA
Mailing Address:	4445 Willard Avenue Chevy Chase, Maryland 20815 USA
Phone:	301-347-0121
Fax:	301-347-0101
Email:	rbennett@example.com

The next part provides a summary of conditions to which the user must agree in order to apply for the permit. The user must check any checkboxes in this section. If not, the system will not allow the user to continue the application process.

Contact:	Name: Roan Bennett Phone: 301-347-0121 Email: rbennett@example.com
Vehicle:	VIN: 1Q2W3E4R5T6YTU819 Type: Tractor-Trailer Make: FORD Model Year: 1997 License: JLG2259 State Plated In: IL
Cost:	\$500.00

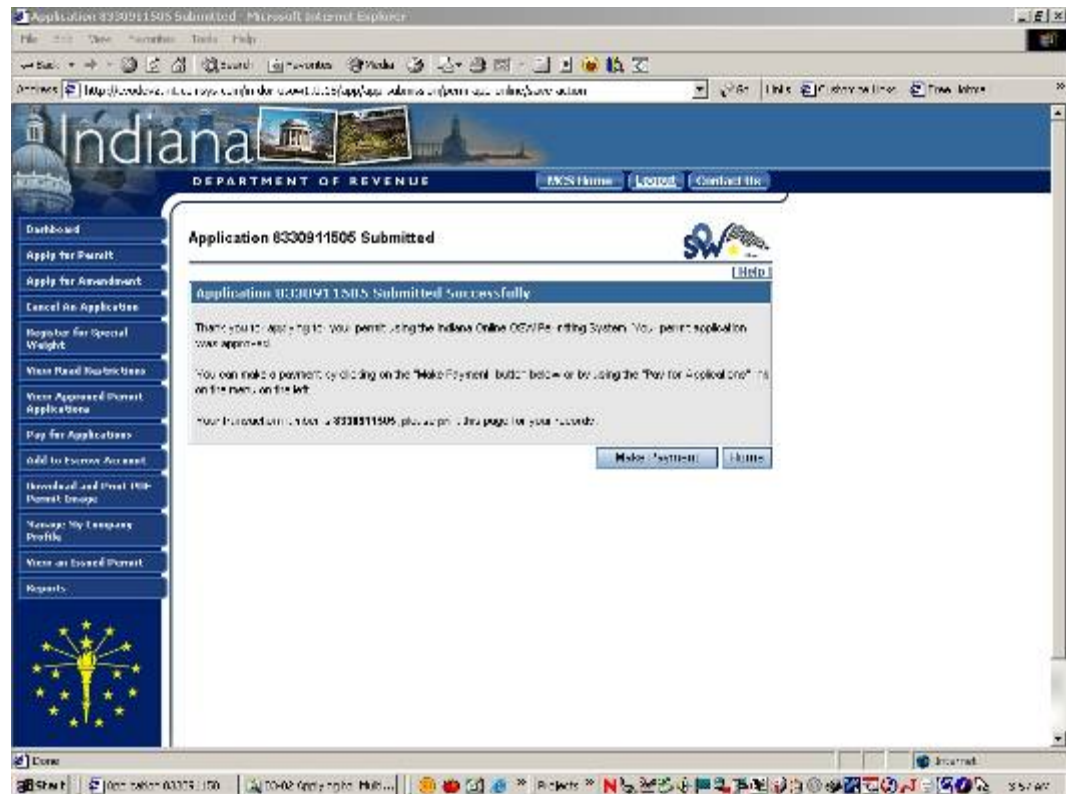
I understand that I have to pay for this permit if approved;	
I will submit all/any supplemental information requested within 96 hours;	
This permit is valid only for transporting commodities under the company name shown on this permit or as stated in the lease agreement between the lessee and lessor;	
The General Provisions which can be found at www.in.gov/dor/mcs/pdfs-forms/m204.pdf are incorporated by reference into this permit and are as binding upon the permit holder as if they had appeared on the face of this permit. This permit is void if the General Provisions are omitted or are not attached. The Indiana Department of Revenue disclaims any responsibility in relation to the correctness in the transmitting of this permit as a whole or any part thereof, including General or Special Provisions. This permit is not valid unless signed by the driver(s). The driver's signature attests to the fact that the description of the vehicle and load is accurate and that the General Provisions and any Special Provisions have been read and understood by the driver.	
Under the penalty of perjury, I have examined this permit, and to the best of my knowledge and belief, it is true, complete and correct. I also understand that all provisions of the Transporting Agreement apply in full force;	
<input type="checkbox"/>	I attest that I have read and accept the terms set forth above.

The user then presses the “Submit” button.

ONCE THE SUBMIT BUTTON IS PRESSED, THE USER IS RESPONSIBLE FOR THE PERMIT. FAILURE TO PURCHASE THE PERMIT IN A TIMELY FASHION IS CAUSE FOR INDOR TO PLACE THE USER’S COMPANY ON HOLD.

Screen 9: System Confirmation

On the final screen in the process, the system confirms that the application has been received. For multi-trip permits, the system is able to automatically approve the application without staff review. Therefore, the screen will always show that the application was approved.



The permit cannot be downloaded or faxed, however, until payment has been received. Depending on the user's privileges, a button may be present to "Make Payment." Payment options are explained in detail in Section 5.0 of this manual.